

Frequently Asked Questions

About Web Applications

Compliance Plan (Federal and State) System (CPS)

- How do I access my plans under the new Compliance Plan (Federal and State) system (CPS)

To gain access to the CPS, give the User access under Compliance Plans in the Cross-Divisional Systems section within User Manager.



Once the User has this access, they should enter the CPS “lobby” by logging in and clicking on CPS. This will enter their name into the list of users. The CPS administrator can then go into the system and assign the user access to the plan(s). For more information on Compliance Plans, visit <http://dese.mo.gov/dsm/resourceforaccesstocomplianceplansystem.html>.

ePeGS

- Do we still need access to the ePeGS system?

The ePeGS system is still being utilized for budgets and payment requests for grants and programs. ePeGS access can be granted in User Manager.

Missouri Comprehensive Data System (MCDS) Portal

- How do I get access to the data I need on the Missouri Comprehensive Data System (MCDS) portal?

The MCDS portal contains a vast array of information about Missouri public schools. Much of this information is available to the public; however, certain data is secured.

School districts' User Managers can grant access to the individuals that need to have access to the student-level data.

Missouri Student Information System (MOSIS)

- **I don't see the MOSIS program on the web form. How do I give access to it?**

To apply for MOSIS access, please contact your district User Manager, who can grant the secure access. If you do not have a district User Manager, please go to the User Manager/Login Request Forms webpage, and select the appropriate Web Systems User ID Request Form (public, nonpublic, or Educator Preparation programs). Fax or email that form (with the appropriate signatures) to 573-526-4125 or webappsloginassistance@dese.mo.gov.

User Manager

- **What do I do if a user has multiple User IDs?**

Users should only have one User ID. From time to time Users are assigned a second User ID when they already have one. If you notice that a User has more than one User ID, the User Manager can combine them by running a User Report to find out which User ID has what accesses in the district, combining the accesses into one account, and removing the other (now unnecessary) account. The User should be aware that if they have multiple User IDs, only one is attached to their Educator Certification file, and should request that User ID be the one used. If the User does not remember which User ID is tied to their Educator Certification file, they should contact the Educator Certification office at 573-751-0051.

- **What do I do if a user has new information such as a new name or email address?**

If a user has new identifying information such as a new email address or change of name, the User should log in and change the information.



- ▼ **User Applications**
 - ▶ Cross-Divisional Systems
 - ▶ Financial & Administrative Services
 - ▶ Nonpublic System Only
 - ▶ Office of Adult Learning & Rehab. Services
 - ▶ Office of College and Career Readiness
 - ▶ Office of Early & Extended Learning
 - ▶ Office of Educator Quality
 - ▶ Office of Quality Schools
 - ▶ Office of Special Education
 - ▶ Reports
 - ▼ **User Information**
 - ▶ User Manager
 - ▶ Change Password
 - ▶ Edit User Profile
 - ▶ Edit Security Question/Answer
 - ▶ **Report**
 - ▶ Logon/Logoff



District/LEA:

- ▶ Reset Password
- ▶ DESE Homepage
- ▶ Login Request Forms
- ▶ Browser Technical Notes
- ▶ Web Accessibility
- ▶ Logon/Logoff

User Information:

Current User Information:

User Name: _____

First Name:

Last Name:

Email Address:

Mother's Maiden Name:

Date Of Birth:
(mm/dd/yyyy)

Save Changes and Continue

"Missouri public schools: the best choice...the best results!"

The district User Manager cannot make these changes for the user.

- **What if an individual is a consultant who works for more than one district? How do I manage their User ID?**

Even if an individual works with several districts, they still only need one User ID.

Districts wishing to add that individual to their list of users should find that User ID by clicking on *Add to District*, typing in either the User ID or the first and last name of the user. Make the desired assignments for applications, and click on the *Process Access Request* button. When you log in, you will be presented with a list of the districts that

have added you to their web apps system. Choose the district you wish to work with and continue.

- **Who is my User Manager?**

In addition to the district superintendent, the district may have multiple User Manager(s). Contact the superintendent's office to those names or for assistance.

- **How does a district identify an individual to become a User Manager? What can a User Manager do?**

The district must submit a User Manager Security Administration Form <http://dese.mo.gov/dsm/websystemuserid.htm> to the Department designating individual(s) as their User Manager(s). A webinar outlining the User Manger process and capacity can be found at <http://dese.mo.gov/webinar/Webinar12-09-10-DSM.htm>.

Reports

- **Can I get a list of what accesses a User has? Can I get a list of what Users have access to a specific program?**

The User Manager can access reports that show what district Users have access to and at what level. This is done by clicking on Reports on the left hand menu, and clicking on either *User* or *System* reports. If the viewer double clicks on the user or program name, a page with just that User or program information comes up, and can be easily printed.

- **What does the User Manager do when a staff person leaves employment?**

When a staff member leaves the district, their access will need to be removed. The User Manager will pull up their access and click on the button "Remove All User Security Access". This will only remove their access from your district.

The screenshot shows the 'User Manager' interface for the Missouri Department of Education. The page title is 'User Manager' and the logo for 'Missouri Department of Education' is visible. The main content area is titled 'User Access Request' and contains a form with the following fields: 'User ID:', 'First Name', 'Last Name', 'Birth Date', 'Mother's Maiden Name', and 'Request ID:'. Below these fields is an 'Email:' field and an 'Update User Information' button. To the right of the form is a 'Remove All User Security Access' button. A 'Select District' dropdown menu is located in the top right corner. On the left side, there is a navigation menu with options: 'User Manager Homepage', 'User Access', 'Add User to District', 'Modify District User's Access', 'Remove User from District', 'Report Menu', 'DESE Web Application Menu', and 'Login/Logout'.

Security Role Descriptions Available

- How can I as the User Manager find out what all these programs are?

For a description of the programs and what the access level for that program will let the User do, click on Click here to see what the web application is set to do and what access will let individual in to.

The screenshot shows the 'User Manager' interface for Missouri Department of Education. The main heading is 'User Access Request'. The form includes fields for 'User ID', 'First Name', 'Last Name', 'Birth Date', and 'Mother's Maiden Name'. Below these fields are buttons for 'Update User Information' and 'Remove All User Security Access'. The 'Account Status' is 'Active' and 'Failed Password Count' is '0'. The 'Last Login Date' is '7/30/2013 2:14:25 PM' and 'Require Password Update' is 'No'. There are four buttons with descriptions: 'Send Password Reset Email' (Send automated email to account holder containing a password reset link), 'Reactivate Account' (Reactivate any account that is "Locked" or "Disabled"), 'Require Password Update' (Requires account holder to reset their password the next time they log into the system), and 'Flag Account for Deletion' (Deactivates account and flags the account to be deleted after 30 days). At the bottom, a green arrow points to a link that says 'Click [HERE](#) for a detailed description of each security role that is currently available for selection.'

District Changing Email Addresses

- Our district is switching to a new email system, and all of our email addresses are changing. This means all of our Users will have new email addresses. What do, I as the User Manager do?

The district may request that each User change their email address in web applications. in the event of large districts with many Users, the Department may be able to assist with these changes. Please contact the dsm@dese.mo.gov email address for assistance.

Getting Assistance

- I have a question not answered here. What should I do?

Send a message to webappsloginassistance@dese.mo.gov or call 573-522-3207. Provide your name, user ID, mother's maiden name, date of birth, county district code, and a phone number with your request.

